

**SAMPLE**  
Job Description

**Job Title:** Custodian/Groundskeeper

**Department:** Maintenance

**Reports To:** Squeaky Clean

**Prepared By:** Grimy Mudslinger

**Prepared Date:** January 15, 2000

**SUMMARY:** Keeps premises of Soapy Suds, Inc. all tidy and clean by performing the following duties.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Cleaning all interior surfaces of soap manufacturing buildings; office equipment, furniture, cabinetry, glass surfaces, carpet, countertops, window dressings etc. Cleans offices, hallways, lobbies, corridors, stairways, breakroom, rest rooms, and any other workareas. Performs routine maintenance such as replacing light bulbs, cutting and trimming grass, planting flowers, sweeping sidewalks and shoveling snow.

**Manages all hazardous waste satellite and storage containers; performs weekly hazardous waste container inspections, and arranges for disposal of hazardous waste in accordance with all local, State, and Federal rules and regulations.**

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** To perform this job successfully, an individual must be a clean freak and able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities and dirt phobias to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or equivalent; or one to three months related experience and/or training.

**TRAINING:** Hazardous waste training shall be provided to employee within six months of the date the employee filled this position and a review of this training provided every 12 months thereafter. Employee shall be supervised until training is completed.

**GENERAL SKILLS:** Proficiency in following oral and written instructions, and effectively present information to others on a one-on-one basis and in small groups. Math proficiency using the U.S. System of Linear measure and United Kingdom System (metric) systems required. Ability to solve problems with regard to routine operations consisting of a few standardized variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be able to obtain forklift operator certification in accordance with OSHA Standard 1910.178 within three months of date of employment.

**PHYSICAL DEMANDS:**

Extensive manual dexterity and ability to lift and/or move up to 50 pounds. The employee is regularly required to move 55-gallon drums with the assistance of a two-wheel dolly. Vision requirements include close, distance, color and peripheral vision; also depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

In performing this job the employee should expect to encounter: Moving forklifts, mechanical parts, wet surfaces, cleaning chemicals, fumes, vapors and airborne particles, low and high noise levels and inclement weather conditions.

**Standard Safety Equipment:** Wearing of eye and hearing protection is required.